

# **e-Profile**

## **Release Guide**

### **3.9.0**

**28 July 2011**

# Version 1.0

## Contents

Purpose.....	3
Pregnancy Profiles.....	5
Pregnancy Test Date and Updates to MEDPROS.....	5
Board / Review Actions.....	8
View All Profiles, Pending Board Status.....	8
Meets / Does Not Meet Retention Standards (40-501) Grid.....	9
Creation of Board Records .....	10
Rejected Profiles .....	13
Profile Modifications .....	14
Administrative Functions.....	15
User Directory .....	15
User Approval.....	16
Archive User Accounts.....	17
Delete Scanned / Uploaded Profiles.....	18

## Purpose

This Release Guide provides a brief synopsis of the new features within the next release of e-Profile.

These changes include the following:

### **Pregnancy Profiles** – made the following changes to the pregnancy profiles process –

- The pregnancy test date will be a mandatory field when initiating a pregnancy profile using the e-Profile pregnancy template. Transfers and updates test date in MEDPROS.
- Automatically updates the pregnancy flag in MEDPROS based on the pregnancy profiles initiated and approved in e-Profile.
  - When initiating a pregnancy profile, the pregnancy flag in MEDPROS will automatically be set to 'Y'.
  - When the profile has expired, the pregnancy flag in MEDPROS will automatically revert to 'N'.

### **Board/Review Actions** – made the following changes regarding visibility and posting of board actions –

- View All Profiles now includes a column to indicate if permanent profile flags Soldier as pending a MAR2 or MEB.
- The Meets Retention Standards and Does Not Meet Retention Standards displays now include the UIC and UIC description. Added filters to narrow and expand searches.
- Creates and sends a board record to MEDPROS when generating a post-board MAR2/MEB profile.
  - Captures date of MAR2 or MEB
  - Sends board record to MEDPROS reflecting board date, PULHES and new profile code documenting boarded action (W or Y).

### **Profile Rejection Process** – made the following changes regarding the rejecting of profiles –

- Providers will have visibility of the rejection comments made by the approval authority, even if they did not initiate the profile
- Providers will have the ability to make the necessary modifications to the rejected profile

### **Modify/Downgrade Profiles** – made the following changes regarding the modification of active permanent profiles –

- Added separate 'Modify' button allowing a Provider to make necessary changes to an active permanent profile. This creates a new profile, which routes through the appropriate approval process.

**Administrative Functions** – the following includes changes made to the administrative features

- User Directory – added UIC, email address and phone number to the grid
- User Approval – displayed the name of e-Profile administrator who last approved the account
- Archive accounts – e-Profile administrators can now archive expired or rejected user accounts
- Delete Scanned Profiles – users now have the ability to delete uploaded / scanned profiles.

**Miscellaneous Tasks** –

- The users now have the ability to print out the profile templates. A watermark indicating this is a template is included.
- The Commander Review tab now includes temporary profiles. Commanders, Unit Clerks (i.e., 1SG), etc. must view the profiles through the Commander Review option to flag the profile has being viewed.

**Friendly Reminders** –

- All providers who submit profiles should ensure their Issuing Clinic is included in their registration information so it will populate on the DA 3349. Hover over the My Account tab and click Registration Information to update / confirm the Issuing Clinic.
- Posting historical scanned profiles into e-Profile help provide a more comprehensive view of a Soldier's profile history. These uploaded profiles are 'routed' to the approval authority and e-Profile administrators as a QA tool only. Please do not delete these profiles unless you believe they are invalid. If you do not wish these uploaded profiles routed to you for approval, please contact your e-Profile administrator, who can remove that permission from your account.
- Made modifications to the Commanders View that should drastically reduce the timeout errors users were experiencing. If the Commanders need to contact the Provider regarding questions on a Soldier's profile, please note the Provider's email address is a link when viewing the profile and can be used to email the Provider. Use the Administrative Comments to capture any comments, but please note that currently the Provider does not receive any notification indicating the Commander added comments.

For questions, please contact the MODS Help Desk at 1-888-849-4341 or [medpros-eprofile@asmr.com](mailto:medpros-eprofile@asmr.com).

## Pregnancy Profiles

### Pregnancy Test Date and Updates to MEDPROS

In an attempt to automate and improve data quality, the pregnancy flag will automatically be set in MEDPROS based on the pregnancy profiles submitted in e-Profile. When a pregnancy profile is submitted using the approved system-level pregnancy template, the pregnancy test date and pregnancy status flag will be updated in MEDPROS.

- When initiating a pregnancy profile, the pregnancy flag in MEDPROS will automatically be set to 'Y'.
- When the profile has expired, the pregnancy flag in MEDPROS will automatically revert to 'N'.

User Action	What to Check/System Response
Select the Pregnancy template from the Profile Template drop down menu	Click Continue to create the profile

The screenshot shows the MEDPROS e-Profile system interface. At the top, it displays the user's profile information: PFC. FT LEE 1 SOLDIER, SSN: xxxxx3335, Rank: PFC, DOB: 19870506, Gender: Female, Unit: W1D41N (16TH ORD BN CO C TR), Region: FT LEE, and e-Profile Soldier ID: 1692. Below this, there are several sections: 'Display Temporary Profile Statistics', 'MEDPROS PULHES', and 'Create/Upload/Scan Profiles'. The 'Create New Profile' section is active, showing a dropdown menu for 'OR Select a Profile Template' with 'Pregnancy' selected. A red arrow points to the 'Continue' button. Below the dropdown menu, there is a section for 'Upload/Scan Historical Profile' with a document type dropdown set to 'DA Form 3349 Permaner' and an 'Upload/Scan' button. At the bottom, there is a 'Profile History' section with two dropdown menus set to 'All'.

**Note:** A pregnancy profile can only be created using the e-Profile system-level template.

User Action	What to Check/System Response
At the disposition tab, enter in the date or use the calendar icon to indicate the pregnancy test date.	The Pregnancy Test Date is a mandatory field.

Protected Health Information																																																										
Profile: <b>Temporary</b> Name: <b>FT LEE 1 SOLDIER</b> SSN: <b>xxxxx3335</b> DOB: <b>19870506</b> Grade: <b>PFC</b> Unit: <b>W1D41N</b> PMOS: <b>31U</b>																																																										
<div style="display: flex; justify-content: space-around;"> <span style="border: 1px solid black; padding: 2px 5px;">Diagnosis</span> <span style="border: 1px solid black; padding: 2px 5px;">Activities</span> <span style="border: 1px solid black; padding: 2px 5px;">Restrictions</span> <span style="border: 1px solid black; padding: 2px 5px;">Disposition</span> <span style="border: 1px solid black; padding: 2px 5px;">Review and Submit</span> </div>																																																										
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <b>Profile Details</b> </div> <div style="display: flex;"> <div style="flex: 1;"> <p>Pregnancy Test Date: <input type="text" value=""/></p> <p>Expected Delivery Date: <input type="text" value=""/></p> <p>Disposition: <input type="text" value="Temporary"/></p> <p>Comments: (7000 characters)            (1) Except under special circumstances, a pregnant Soldier should not be reassigned to overseas commands until pregnancy is terminated. (See AR 614-30 for waiver provisions and for criteria curtailing OCONUS tours.) She may be assigned within CONUS. Medical clearance must be obtained prior to any reassignment.</p> </div> <div style="flex: 1; border: 1px solid black; padding: 5px; margin-left: 10px;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">             June, 2011           </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Su</td> <td style="text-align: center;">Mo</td> <td style="text-align: center;">Tu</td> <td style="text-align: center;">We</td> <td style="text-align: center;">Th</td> <td style="text-align: center;">Fr</td> <td style="text-align: center;">Sa</td> </tr> <tr> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td style="text-align: center;">31</td> <td style="text-align: center; background-color: yellow;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> </tr> <tr> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> </tr> </table> <div style="text-align: center; margin-top: 5px;">             Today: July 21, 2011           </div> </div> </div>										Su	Mo	Tu	We	Th	Fr	Sa	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9
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<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span style="border: 1px solid black; padding: 5px 15px;">Save</span> <span style="border: 1px solid black; padding: 5px 15px;">Save and Exit</span> <span style="border: 1px solid black; padding: 5px 15px;">Exit</span> <span style="border: 1px solid black; padding: 5px 15px;">Delete</span> <span style="border: 1px solid black; padding: 5px 15px;">Previous</span> <span style="border: 1px solid black; padding: 5px 15px;">Next</span> </div>																																																										




**Note: The pregnancy test date is a mandatory field and will be transferred and updated in MEDPROS.**


User Action	What to Check/System Response
Enter in the date or use the calendar icon to indicate the estimated delivery date.	Enter estimated delivery date, which reflects the expiration date of the profile. Click 'next' and submit profile.

Profile: **Temporary** Name: **FT LEE 1 SOLDIER** SSN: **xxxxx3335** DOB: **19870506** Grade: **PFC** Unit: **W1D41N** PMOS: **31U**

**Diagnosis** **Activities** **Restrictions** **Disposition** **Review and Submit**

**Profile Details**

Pregnancy Test Date: 20110601 

Expected Delivery Date: 

**Disposition:** Temporary re

**Comments:** (7000 character limit)  
 (1) Except under unusual circumstances until pregnancy criteria curtailing O must be obtained prior to assignment. Should not be reassigned to overseas for waiver provisions and for d within CONUS. Medical clearance

Today: July 21, 2011

**Save** **Save and Exit** **Exit** **Delete** **Previous** **Next**



**Note:** e-Profile sends the Estimated Delivery Date to MEDPROS as the expiration date of the temporary profile. The pregnancy status in MEDPROS will automatically be set to 'Y'. It reverts to 'N' upon expiration.

## Board / Review Actions

### View All Profiles, Pending Board Status

To provide better awareness and visibility of the Soldiers who are pending a MAR2 or MEB, the View All Profiles report will include a column to denote the pending board action.

User Action	What to Check/System Response
Hover over the Profile Tab and click 'View All Profiles'	Returns the profiles for your location/UIC, to include a column indicating if the Soldier is pending a MAR2 or MEB based on the profile.

Profile > View All Profiles help center

[\[-\] Click to hide search filter](#)

To search for a profile, enter known information about the profile below and press the "Apply" button. The search will only return results that match or partially match all criteria entered.

SSN:   
First Name:   
Submitted Date From: 20110131   
UIC:   
Profile Type:   
Approved Date From:   
Board Review:

Location: FT BRAGG (WOMACK ARMY MED CTR)   
Last Name:   
Submitted Date To: 20110721   
PULHES:   
Status: Approved   
Approved Date To:

Submitted	Approve Date	Expires	SSN	Name	UIC	Type	PULHES	Primary Diagnosis	Status	ALC	Board Review		
20110716	20110716	20111016	xxxxx4444	SICK SOLDIER	W0GKU3	Temporary	111311	UNSPECIFIED HEARING LOSS	Approved	NA		<a href="#">View PDF</a>	<a href="#">View</a>
20110131		20110430	xxxxx3336	SOLDIER TEST COMPO	W027A1	Temporary	313111	PATHOLOGIC FRACTURE	Approved	NA		<a href="#">View PDF</a>	<a href="#">View</a>
20110208	20110208	20110509	xxxxx7772	SOLDIER PROFILE TEST	W0KE43	Temporary	313111	Test	Approved	NA		<a href="#">View PDF</a>	<a href="#">View</a>
20110610	20110610	99990101	xxxxx4556	BRAGG BRAGG SOLDIER	W0DAC1	Permanent	313211	TEST 1	Approved A	MEB		<a href="#">View PDF</a>	<a href="#">View</a>
20110721	20110721	20111021	xxxxx4556	BRAGG BRAGG SOLDIER	W0DAC1	Temporary	313211	TEST 1	Approved	NA		<a href="#">View PDF</a>	<a href="#">View</a>
20110610	20110610	99990101	xxxxx6602	FTBRAGG 20 SOLDIER	W00125	Permanent	311111	diabeties	Approved W.B	NA		<a href="#">View PDF</a>	<a href="#">View</a>
20110716	20110716	20120102	xxxxx1102	BRAGG SOLDIER M	W0DAH8	Temporary	311111	Normal pregnancy	Approved	NA		<a href="#">View PDF</a>	<a href="#">View</a>
20110721	20110721	99990101	xxxxx1101	FTBRAGG01 SOLDIER S	WEZZT0	Permanent	111113	PTSD	Approved U	MEB		<a href="#">View PDF</a>	<a href="#">View</a>
20110721	20110721	99990101	xxxxx1104	FTBRAGG04 SOLDIER S	WEZZT0	Permanent	113111	chronic back pain	Approved B	MAR2		<a href="#">View PDF</a>	<a href="#">View</a>



## Meets / Does Not Meet Retention Standards (40-501) Grid

e-Profile now includes the UIC and UIC Description in the Meets 40-501 and Does Not Meet 40-501 grids. In addition, added filters to narrow or expand searching.

User Action	What to Check/System Response
Click the Meets 40-501 or Does Not Meet 40-501 items.	Returns profiles for your location/UIC, to include UIC and UIC Description. Use filters as needed to narrow or expand your search.

**Profile**   **MAR2**   **MEB**   **PEB**   **Reports**   **Administration**   **My Account**

**Meets 40-501**   **Does Not Meet 40-501**   **Temporary Profiles**   **Users Pending Approval**   **Users Nearing Expiration**

**Profile > Meet 40-501**

help center

[-] Click to hide search filter

To search for a profile, enter known information about the profile below and press the "Apply" button. The search will only return results that match or partially match all criteria entered.

SSN:

First Name:

Submitted Date From:

UIC:

UIC Description:

Last Name:

Submitted Date To:

PULHES:

Apply

Reset

Submitted	SSN	Name	UIC	UIC Description	PULHES	Primary Diagnosis	
20110116	xxxxx1116	FTBRAGG6 SOLDIER S	WNCSAA	0044 MD HHC MEDICAL CMD	333111	shoulder dislocation	<a href="#">View PDF</a>
20110120	xxxxx3333	TEST TEST1	W00181	W001 742 MI BN CSG JSOC	313111	Shin Splints	<a href="#">View PDF</a>
20110610	xxxxx6602	FTBRAGG 20 SOLDIER	W00125	W001 742 MI BN TCAE USASOC	311111	diabetes	<a href="#">View PDF</a>
20110721	xxxxx1104	FTBRAGG04 SOLDIER S	WEZZT0	0050 SC BN HHC EXPDITINRY	113111	chronic back pain	<a href="#">View PDF</a>

Records Found 4

## Creation of Board Records

When a Provider creates a post-board profile to indicate the Soldier has been through a MAR2 or MEB and found Returned to Duty/Fit for Duty, e-Profile will generate a board record and send to MEDPROS. The board record will include the board date, PULHES and appropriate profile code (W or Y). The Board record will have a source of 'B' and be part of the Soldier's longitudinal record.

User Action	What to Check/System Response
Select the Profile that needs to have the MAR2 or MEB result posted.	e-Profile displays the profile with the Create Post MEB / MAR2 Profile button.

**Profile > View Profile** help center

**Protected Health Information**

[View PDF Form](#) [Modify](#)

[Create Post MEB/MAR2 Profile](#)

SOLDIER INFORMATION																								
PID: 2544 Parent: 0 Profile: Permanent Name: TEST TEST1 SSN: xxxxx3333 DOB: 19830904 Grade: SSG Unit: W00181 PMOS: 31U																								
1. MEDICAL CONDITION: (Description in lay terminology)		2. ALC	3. PULHES																					
-Shin Splints <input checked="" type="checkbox"/> INJURY? Or <input type="checkbox"/> ILLNESS/DISEASE?		CODES (Table 7-2 AR 40-501) B	<table border="1"> <thead> <tr> <th></th> <th>P</th> <th>U</th> <th>L</th> <th>H</th> <th>E</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>Temporary</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Permanent</td> <td>3</td> <td>1</td> <td>3</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>		P	U	L	H	E	S	Temporary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent	3	1	3	1	1	1
	P	U	L	H	E	S																		
Temporary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
Permanent	3	1	3	1	1	1																		
4. PROFILE TYPE																								
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration)		YES	NO																					
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)		X	X																					



**Note:** Please note this option is based on permission and not available to all users.



User Action	What to Check/System Response
Add comments and enter board date (or use calendar icon). Click the appropriate board action (MAR2 or MEB).	System displays a confirmation popup message.


**Profile > Create Post-Board Profile** [help center](#)

Please enter Post-Board Profile comments below (will be added to comments in block 8). You have a minimum of 6929 characters up until the maximum 7000 character block. Additional data will be stripped off. Please check the profile to ensure that the information was captured as expected. ?

Soldier has been through the board process and been found Fit For Duty, or has been Returned To Duty or Reclassed within the limitations of this profile. (ADD NECESSARY COMMENTS AS NEEDED)

6740 characters remaining.

Board Date:  

 ?

FOR OFFICIAL USE ONLY - PRIVACY ACT INFORMATION

Today: July 21, 2011


Use of this application is limited to the purposes of the law. For more information, see the HIPAA Policy, Privacy and Security Notice.

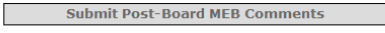
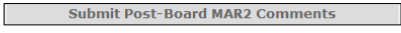

**Profile > Create Post-Board Profile** [help center](#)

Please enter Post-Board Profile comments below (will be added to comments in block 8). You have a minimum of 6929 characters up until the maximum 7000 character block. Additional data will be stripped off. Please check the profile to ensure that the information was captured as expected. ?

Soldier has been through the board process and been found Fit For Duty, or has been Returned To Duty or Reclassed within the limitations of this profile. (ADD NECESSARY COMMENTS AS NEEDED)

6740 characters remaining.

Board Date: 20110706 

  ? 

Enter Post-Board MEB/MAR2 Profile Comments here.

User Action	What to Check/System Response
Click 'OK' to create the post board profile; click 'Cancel' to cancel action.	Message is displayed indicating Post-Board profile has been created and data sent to MEDPROS

Profile > Create Post-Board Profile



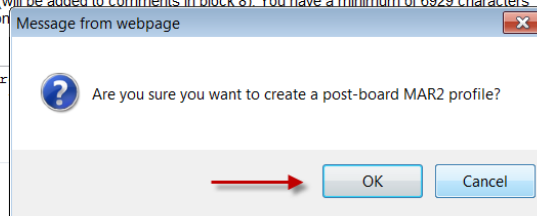
help center

Please enter Post-Board Profile comments below (will be added to comments in block 8). You have a minimum of 6929 characters up until the maximum 7000 character block. Additional data will be stripped off. Please check the profile to ensure that the information was captured as expected. ?

Soldier has been through the board process and been found Fit For Duty, or has been Returned To Duty or Reclassed within the limitations of this profile. (ADD NECESSARY COMMENTS AS NEEDED)

6740 characters remaining.

Board Date: 20110706



Submit Post-Board MEB Comments

Submit Post-Board MAR2 Comments

Profile > Create Post-Board Profile



help center

Please enter Post-Board Profile comments below (will be added to comments in block 8). You have a minimum of 6929 characters up until the maximum 7000 character block. Additional data will be stripped off. Please check the profile to ensure that the information was captured as expected. ?

Soldier has been through the board process and been found Fit For Duty, or has been Returned To Duty or Reclassed within the limitations of this profile. (ADD NECESSARY COMMENTS AS NEEDED)

Board Date: 20110706

Submit Post-Board MEB Comments

Submit Post-Board MAR2 Comments

• Post-Board Profile has been successfully created and automatically approved. The MEDPROS system will reflect the new profile codes on the next available business day. ←

If you would like to view the PDF of the Post-Board Profile, please click [here](#).



**Note:** At this time the board records created are only visible in MEDPROS or through the MEDPROS PULHES grid under the Find / Create Profile functions.

## Rejected Profiles

Profiles now have visibility of the rejection comments entered by the approval authority. The profile routes back to the initiator of the profile through the Rejected Inbox, but other providers have the ability to view the comments and make the necessary modifications to the profile for resubmission.

User Action	What to Check/System Response
Select rejected profile and click 'view'	Displays profile with rejection comments at bottom. The Provider can edit and resubmit the profile as needed.

**MSG. SOLDIER TEST PROFILE**

**SSN:** xxxxx5551      **Rank:** MSG      **DOB:** 19840506      **Gender:** Male  
**Unit:** W777U3 (W777 CA ARNG REC RSP DET 3)      Army National Guard | MOS: 31U | Active PULHES: 111111 (Last Issued: N/A)  
**Region:** CA      **Email:** (not available)  
**e-Profile Soldier ID:** 1681

Revise Soldier Search

Display Temporary Profile Statistics (Show Details...)

MEDPROS PULHES (Show Details...)

Create/Upload/Scan Profiles (Show Details...)

Display Profiles (Hide Details...)

Profile History

All

All

Submitted	Approve Date	Created By	Expires	Profile Type	PULHES	Primary Diagnosis	Status	CMDR View
20110203		Dixon, Veronica	20110503	Temporary	333111	TEst	Approved	<a href="#">View</a>
20110203		Dixon, Veronica	99990101	Permanent	333111	TEst	Rejected	<a href="#">View</a>

The current active permanent profile is displayed in boldface.

Veronica Dixon, CPL, MD

13. NAME AND GRADE OF APPROVING AUTHORITY

MISCELLANEOUS

Administrative Comments:

<<electronic signature>>

14. SIGNATURE

15. DATE (YYYYMMDD)

Duty Related: Yes  
Disposition: Full duty

20110721 - Approval authority's rejection comment was added by Priscilla Ruiz

- Rejecting back to V. Dixon

Profile Comments

Rejected comments are displayed at bottom of screens. Provider has option to edit the profile for resubmission.

Edit Rejected

View PDF Form



Previously only the originator of the profile had access to the comments and the ability to modify the profile. Now the other providers can view comments and edit for resubmission.

## Profile Modifications

Added separate 'Modify' button allowing a Provider to make necessary changes to an active permanent profile. This creates a new profile, which routes through the appropriate approval process.

User Action	What to Check/System Response
Select profile to modify.	A separate Modify button is now available to allow Providers to make changes outside a downgrade.

**Profile > View Profile** ? help center

Protected Health Information

View PDF Form      Downgrade Modify

SOLDIER INFORMATION																					
PID: 2592 Parent: 0 Profile: Permanent Name: FTBRAGG01 SOLDIER S SSN: xxxxx1101 DOB: 19860101 Grade: MSG/P Unit: WEZZT0 PMOS: 42rt																					
1. MEDICAL CONDITION: (Description in lay terminology)	2. ALC	3. PULHES																			
+PTSD <input checked="" type="checkbox"/> INJURY? Or <input type="checkbox"/> ILLNESS/DISEASE?	CODES (Table 7-2 AR 40-501) U	<table style="width: 100%; text-align: center;"> <tr> <th>P</th><th>U</th><th>L</th><th>H</th><th>E</th><th>S</th> </tr> <tr> <td>Temporary <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> <tr> <td>Permanent <input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td> </tr> </table>		P	U	L	H	E	S	Temporary <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
P	U	L	H	E	S																
Temporary <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Permanent <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																
4. PROFILE TYPE																					
a. TEMPORARY PROFILE (Expiration date YYYYMMDD) (Limited to 3 months duration)		YES	NO																		
b. PERMANENT PROFILE (Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																		



**Note:** Please use the Downgrade button if the change reflects a downgrade to the profile.



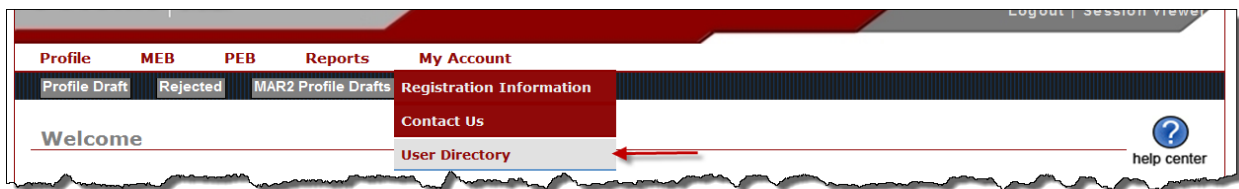
**Note:** Providers no longer need to create a new profile to make the necessary modifications.

## Administrative Functions

### User Directory

UIC, email address and phone number to the grid

User Action	What to Check/System Response
Hover of My Account and click User Directory	This grid lists the current active e-Profile users for your location, including contact information.



#### My Account > User Directory

The list below contains all of the registered active e-Profile Web Application users in your location. You may sort on each column by simply clicking the column header until the desired sort direction is achieved. Additionally, you may use the filtering tool to refine the data returned in the list as needed.

Rows per page: 50

Last Name	First Name	Rank	Role	Email	Phone	UIC
aaaa	aaa	SGT	Sr HR Authority			W00QAA
AUGER	JOHN	CPT	MEB Doctor			WABUB0
Bauder	Willma	SGT	Installation HR			W00QAA
Blake	Roger	1SG	Company Commander Clerk		(345) 123-1222	W00QAA
Bob	Rob	MSG	MEB Doctor	Email addresses are displayed as links, allow user to click to send email if desired	(123) 565-6667	WABTC0
bob	bob	1SG	Care Manager			W3VYAA
bunny	bugs	LTC	MEB Doctor		(222) 333-3455	WG6CG0
Burns	Kelly	CPT	Care Manager			W00QAA
Burns	Rick	LTC	MEB Doctor		(132) 234-2345	WABMD0
C	JB	SGM	Care Manager			W7Y5AA
COMMANDER	FTBRAGG	COL	UCMDR		(512) 555-1212	WDHDT1
Cortez	Darla	CIV	Physician		101-441-0783	WABHA0
cote	thomas	SMA	MEB Doctor		(333) 222-1111	W1E002



**Note:** Click the email address link to send email directly to user.

## User Approval

e-Profile now displays the name of e-Profile administrator who last approved a user's account.

User Action	What to Check/System Response
Under Manage Users function, click 'details' for the specific user.	e-Profile displays the name of the administrator who last approved the account.

**Administration > User Details** help center

The sections below contain application user information. You will be able to adjust the user's application settings, approve pending HIPAA certificates, view their registration information, and view application usage activity.

**MSG. UNIT ADMIN2**

<b>AKO ID:</b> 1.UNITADMIN.2	<b>Status:</b> Active	<b>Registered:</b> 20110103	<b>Expires:</b> 20130103
<b>Compo:</b> Army	<b>Location:</b> FT STEWART	<b>Email:</b> lori.jones@asmr.com	<b>UIC:</b> WJJNAA
<b>User Role:</b> Unit Administrator		<b>Clinic:</b>	

**Pending HIPAA Certificates** (Show Details...)

**Account Settings** (Hide Details...)

Account Status: Active

Expires On: 20130103

User Role: Unit Administrator

State/Region: FT STEWART (USA MEDDAC FT STEWART)

UIC: WJJNAA

Issuing Clinic: [-optional-]

Approved by: Admin1, Ft Stewart

**Note:** Used as an audit if there are questions regarding account approval.



## Archive User Accounts

e-Profile administrators can now archive expired or rejected user accounts.

User Action	What to Check/System Response
Click on 'archive' through the Manage Users function to archive expired or rejected accounts.	Archives the account and removes from list. Change the Show Archived filter to include them in the listing.

Administration > Manage Users help center

[ - ] Click to hide search filter

To search for a user, enter known information about the user below and press the "Apply Filters" button. The search will only return results that match or partially match all criteria entered.

SSN:

Location:

First Name:

Role:

Last Name:

Component:

Account Status:

Show Archived:

No

No

Yes

Apply Clear

Rows per page: 50

Account Status	Name	UIC	Rank	User Role	Location	Registration Date	Expiration Date	Email	
Active	aaaa, aaa	W00QAA	SGT	Sr HR Authority	FT BRAGG	20090916	20120817		Details Permissions
Rejected	Abbott, Tammi	WXA3B0	WO1	Case Manager - Nurse	VA	20060413	20060403		Details Permissions Archive
Expired	Abbott, Paige	WUAXB0	SPC	Unit Readiness/Training NCO	VA	20080122	20100917		Details Permissions Archive
Active	Abbott, Jeff	WZL6HD	MAJ	Provider Clerk	63RRC	20061031	20120101		Details Permissions
Active	ADMIN1, TTHS	W89Q50	CPT	TTHS	88RSC	20100426	20110419		Details Permissions
Active	Admin1, Ft Stewart	W2MSAA	CIV	Installation Administrator	FT STEWAR	20100905	20110905		Details Permissions
Active	ADMIN2, TTHS	W8NG50	LTC	TTHS	99RSC	20100503	20110503		Details Permissions


**Note:** Once archived, the account can be unarchived. If the account has expired and the user resubmits request, the account will automatically be unarchived.

## Delete Scanned / Uploaded Profiles





















Scanning / uploading a profile will automatically set the status to 'provisional' and route to the e-Profile administrator and approval authority for confirmation. This approval process is a QA tool to ensure the scanned profile posts to the correct Soldier's record. It is not to validate/approve the profile. Approving the scanned profile will set the status to 'approved'. e-Profile added a function to allow users to delete the scanned profile if needed. Previously if a user wanted an approved scanned profile deleted, they would need to go through the MODS Help Desk.

The ability to delete a scanned profile is based on an account permission for the role/user.


User Action	What to Check/System Response
Click 'Delete' next to the uploaded profile you wish to delete.	e-Profile displays a confirmation popup message to confirm delete before action is carried out.

 The current active permanent profile is displayed in boldface.

**Uploaded Profiles**

Description	Date Added	Added By	Status	View
test	20101123	user.mndsa	Approved	  Delete
test	20101123	user.mndsa	Approved	  Delete
test	20101123	user.mndsa	Approved	  Delete
test	20101123	user.mndsa	Approved	  Delete
mtest	20101124	user.mndsa	Approved	  Delete
mtest23	20101124	user.mndsa	Approved	  Delete
mtest234	20101124	user.mndsa	Approved	  Delete
testUpload	20101124	user.mndsa	Provisional	  Delete
approveupload test	20101124	ngb.aa	Provisional	  Delete
test99	20101123	user.mndsa	Approved	  Delete

1 2



**Note:** Please note this option is based on permission (Delete Uploaded) and not available to all users.